

Program Questions: Employee Training Incentive Program (ETIP)

Q_1856

Are you a not-for-profit, municipality or public benefit corporation?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

If you are a not-for-profit entity, municipality or public benefit corporation you are not eligible to participate in the Excelsior Jobs Program.

Q_10077

Have you read through the eligibility requirements for the Employee Training Incentive Program which can be found [here](#)?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No

Q_4445

Has the training program or internship program already begun?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

The training program and internship program must be approved by the Commissioner prior to the start of either program.

Q_10078

Does the business entity's proposed program, for which tax credits are being sought, meet one of the following?

(1) Skills training for new or current employees relating to a significant capital investment

OR

(2) An internship program in advanced technologies, life sciences, software development or clean energy AND the business entity has less than 100 employees statewide

For more information about the program, please visit the following link: <http://esd.ny.gov/BusinessPrograms/ETIP.html>

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements: For more information about the program click on the following link: <http://esd.ny.gov/BusinessPrograms/ETIP.html>

Q_6556

Will the skills training program or internship program take place in New York State?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No

Q_6557

A training curriculum describing the skills and knowledge to be gained by the individuals completing the program, the activities to be engaged in, and the duration of the training/internship program MUST be provided as part of your application. Are you providing or will you provide a written curriculum for the skills training program or internship program?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No

Q_928

Project Street Address: Please input the project street address (**Street Number and Street Name only**).

If the project has multiple locations, please input the primary street address of the project. If the project does not have a definite street address, please input the approximate street address of the project (Street Number and Street Name only).

- Question Type: Location
- Required: Yes
- Answer Type: Short Answer

Q_565

Project City

- Question Type: Location
- Required: Yes
- Answer Type: Short Answer

Q_568

Project State

- Question Type: Location
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: AA,AL,AK,AZ,AR,CA,CO,CT,DE,FL,GA,HI,ID,IL,IN,IA,KS,KY,LA,ME,MD,MA,MI,MN,MS,MO,MT,NE,NV,NH,NJ,NM,NY,NC,ND,OH,OK,OR,PA,RI,SC,SD,TN,TX,UT,VT,VA,WA,WV,WI,WY,AS,DC,FM,GU,MH,MP,PW,PR,VI
- Default Answer: AA

Q_972

Project county or counties.

- Question Type: Location
- Required: Yes

- Answer Type: NYS County Multiple Choice

Q_1034

Project ZIP Code. (please use ZIP+4 if known)

- Question Type: Location
- Required: Yes
- Answer Type: Short Answer
- Question Requirements:

To locate a Zip Code, click [HERE](#)

Q_3527

US Congressional District where the project is located. (This question's value will be filled automatically, based on the project address, when the application is finalized.)

- Question Type: Location
- Required: No
- Answer Type: Single Choice Dropdown
- Choice Options: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27
- Question Requirements:

To determine the US Congressional District, click [HERE](#)

Q_616

For more than one project location, please provide full address(es) for each location. If Not Applicable, indicate "NA".

- Question Type: Location
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 200

Q_572

Project Latitude (This question's value will be filled automatically, based on the project address, when the application is finalized.)

- Question Type: Location
- Required: No
- Answer Type: Decimal

Q_573

Project Longitude (This question's value will be filled automatically, based on the project address, when the application is finalized.)

- Question Type: Location
- Required: No
- Answer Type: Decimal

Q_184

NYS Assembly District where the project is located. (This question's value will be filled automatically, based on the project address, when the application is finalized.)

- Question Type: Location
- Required: No
- Answer Type: Integer

Q_190

NY Senate District where the project is located. (This question's value will be filled automatically, based on the project address, when the application is finalized.)

- Question Type: Location
- Required: No
- Answer Type: Integer

Q_549

Type of Applicant (select all that apply)

- Question Type: Basic
- Required: Yes
- Answer Type: Multi Choice
- Choice Options: Federal, State, County, City, Town, Village, Tribal, School District, County or Town Improvement District, District Corporation, For-Profit, Not-For-Profit, Individual, S Corporation, C Corporation, IDA, LDC, LLC, LLP, Public Authority, Public Benefit Corp, Sole-Proprietorship, BID, LP, Boards Of Cooperative Educational Services (BOCES), Fire District, Regional Planning and Development Board, Public Library, Association Library, College/University/Community College

Q_12603

Is the applicant a DBA?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
 - If **Yes** is selected then **Q_550** will be displayed

Q_550

What is the applicant's DBA name?

- Question Type: Basic
- Required: No
- Answer Type: Short Answer
- This is a conditional question based on the answer to [Q_12603](#). This question displays when selecting the answer: "Yes"

Q_556

Select an applicant ID type from the list below that you normally use to identify your organization on application forms.

- Question Type: Basic

- Required: Yes
- Answer Type: Multi Choice
- Choice Options: Charity Reg #, Duns Number, Federal Tax ID Number, NYS Unemployment Insurance Tax Number, NYS Vendor Identification Number (SFS), Employee Identification Number (EIN), Unique Entity Identifier (UEI)
- Question Requirements:

Applicants will be required to provide the specified ID number upon request by the funding agencies.

Q_2655

Based on your selection from the previous question, enter the associated ID number.

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_969

If you are a business, have you been certified as a New York State Minority or Women-owned Business Enterprise (MWBE)?

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Radio Button
- Choice Options: Yes, No, N/A

Q_546

Organization Legal Name

- Question Header: Applicant Information
- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer
- Question Requirements:

If applying in the name of a business please type in the name as it appears on your business papers. If applying as an individual insert your name here.

Q_5416

Applicant First Name

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_5417

Applicant Last Name

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_551

Applicant Street Address

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_552

Applicant City

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_553

Applicant State

- Question Type: Basic
- Required: Yes
- Answer Type: State Dropdown

Q_554

Applicant ZIP Code. (please use ZIP+4 if known)

- Question Type: Basic
- Required: Yes
- Answer Type: Long Answer
- Characters: 5 - 10
- Question Requirements:

To look up a zip code, click [HERE](#).

Q_651

Applicant Telephone Number (please include area code)

- Question Type: Basic
- Required: Yes
- Answer Type: Phone

Q_555

Applicant Email Address

- Question Type: Basic
- Required: Yes
- Answer Type: Email

Q_4199

Please select the primary sector or characterization that best defines this project.

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Historic Preservation, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Recreation, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development, Business Development, Technology Commercialization

Q_4198

Please select the secondary sector or characterization that best defines this project.

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Historic Preservation, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development, Business Development, Technology Commercialization

Q_575

Project Description. Concisely describe the project, indicating the location, what will be planned, designed, acquired, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Additional details will be collected later in the application process.

- Question Header: Project Description
- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 1200
- Question Requirements: Please includes details relevant to all programs on this application. Programs on this application are: {{program_list}}

Q_9527

Does your project advance downtown revitalization and strategic community investment?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

Priority consideration may be given to proposals which demonstrate they will advance downtown revitalization and strategic place making through transformative housing, economic development, transportation and community projects that will attract and retain residents, visitors and businesses - creating dynamic neighborhoods where tomorrow's workforce will want to live, work, and raise a family. Projects should reflect the general principles of smart growth and sustainable development. For more information, please review the [Downtown Revitalization Initiative](#) and [REDDC Guidebook](#).

Q_9528

If Yes, please detail how it will advance downtown revitalization and strategic community investment.

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 750
- Question Requirements:

Priority consideration may be given to proposals which demonstrate they will advance downtown revitalization and strategic place making through transformative housing, economic development, transportation and community projects that will attract and retain residents, visitors and businesses - creating dynamic neighborhoods where tomorrow's workforce will want to live, work, and raise a family. Projects should reflect the general principles of smart growth and sustainable development. For more information, please review the [Downtown Revitalization Initiative](#) and [REDDC Guidebook](#).

Q_9529

Does your project improve access to child care?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

Despite record investments in child care, many New Yorkers still struggle to access high quality child care. This issue forces families to choose between quality child care and employment or places families in the position to use unlicensed child care providers. Applicants should provide any information about their project that works to improve access to child care. For more information, please review the [REDDC Guidebook](#).

Q_9530

If Yes, please detail how it will improve access to child care.

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 750
- Question Requirements:

Despite record investments in child care, many New Yorkers still struggle to access high quality child care. This issue forces families to choose between quality child care and employment or places families in the position to use unlicensed child care providers. Applicants should provide any information about their project that works to improve access to child care. For more information, please review the [REDDC Guidebook](#).

Q_9531

Does your project incorporate environmental justice practices?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

Environmental justice means the fair treatment and meaningful involvement of all people regardless of race, color, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. As we transition to a greener economy, it is imperative that no subset of the population be marginalized or left behind. Applicants should provide any information about how their project actively works to address these issues. For more information, please review the [REDDC Guidebook](#).

Q_9532

If Yes, please detail how it will incorporate environmental justice practices.

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 750
- Question Requirements:

Environmental justice means the fair treatment and meaningful involvement of all people regardless of race, color, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. As we transition to

a greener economy, it is imperative that no subset of the population be marginalized or left behind. Applicants should provide any information about how their project actively works to address these issues. For more information, please review the [REDC Guidebook](#).

Q_3762

Does your project directly address the needs of people in your region who are living in poverty and who seek resources for inclusion in the economic life of New York State?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
 1. If Yes is selected then these questions will be displayed:
 - [Q_3763](#)
 - [Q_3764](#)

• Question Requirements:

In 2013 Regional Councils developed Opportunity Agendas to ensure poor communities were included in the economic revitalization spurred by the work and the funding of the Regional Economic Development Councils. Whether they are workforce skills training and job linkage programs to opportunities created by REDC priority projects, infrastructure improvements eliminating restrictions to economic growth in these areas, social services to address challenges facing the long-term unemployed, or transportation assistance to reach newly created jobs, each Opportunity Agenda seeks to bolster economic productivity across New York State by helping these communities overcome barriers to economic success.

Please review your region's Opportunity Agenda by clicking on the appropriate link below, and explain how your project would use state dollars to eliminate barriers to the skilled labor market for unemployed and underemployed individuals living in poverty in your region. Please describe how your project relies, if at all, on collaboration at the local or regional level (i.e. public, private, labor, philanthropic sectors).

OPPORTUNITY AGENDA:

[North Country/Long Island](#)
[Mohawk Valley/Southern Tier](#)
[Capital Region/Central New York](#)
[Mid-Hudson/Finger Lakes](#)
[New York City/Western New York](#)

Q_3763

How does your project seek to apply CFA funds for the purpose of eliminating barriers to skilled employment by poor people in your region, as identified by the Opportunity Agenda? Please describe any efforts to collaborate at the local or regional level (i.e. public, private, labor, philanthropic sectors).

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 850
- This is a conditional question based on the answer to [Q_3762](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

In 2013 Regional Councils developed Opportunity Agendas to ensure poor communities were included in the economic revitalization spurred by the work and the funding of the Regional Economic Development Councils. Whether they are workforce skills training and job linkage programs to opportunities created by REDC priority projects, infrastructure improvements eliminating restrictions to economic growth in these areas, social services to address challenges facing the long-term unemployed, or transportation assistance to reach newly created jobs, each Opportunity Agenda seeks to bolster economic productivity across New York State by helping these communities overcome barriers to economic success.

Please review your region's Opportunity Agenda by clicking on the appropriate link below, and explain how your project would use state dollars to eliminate barriers to the skilled labor market for unemployed and underemployed individuals living in poverty in your region. Please describe how your project relies, if at all, on collaboration at the local or regional level (i.e. public, private, labor, philanthropic sectors).

OPPORTUNITY AGENDA:

[North Country/Long Island](#)
[Mohawk Valley/Southern Tier](#)
[Capital Region/Central New York](#)
[Mid-Hudson/Finger Lakes](#)
[New York City/Western New York](#)

Q_4200

Does your project provide opportunities for Veterans' to participate in the workforce, or improve services to the Veterans' and military families in New York?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
 1. If Yes is selected then [Q_4201](#) will be displayed

Q_4201

If Yes, please explain how your project impacts the Veterans' and military families in New York.

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 750
- This is a conditional question based on the answer to [Q_4200](#). This question displays when selecting the answer: "Yes"

Q_12606

Does this project require State and/or Federal Environmental Review?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
 1. If Yes is selected then these questions will be displayed:
 - [Q_12607](#)
 - [Q_12607](#)

Q_12607

Please indicate the lead agency (if applicable).

- Question Type: Basic
- Required: No
- Answer Type: Short Answer
- This is a conditional question based on the answer to [Q_12606](#). This question displays when selecting the answer: "Yes"

Q_13106

Provide a brief summary of the need for the project in the geographic area proposed, the project's financing needs, including funding gaps and, where applicable, describe the additional short and long term jobs that will be created through the development of the proposed project.

- Question Type: WDI
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any

Q_13103

Please identify the ways in which this project will advance the Regional Council's strategic plan for workforce. Please provide specific details, including how this project will address the workforce problems and opportunities faced in the region.

- Question Type: WDI
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any

Q_13105

Explain your strategy for proceeding if the full amount of requested funding, required matching funds, and temporary financing are not secured as expected, or committed sources become unavailable.

- Question Type: WDI
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: any

Q_13104

If funding was awarded in prior WDI rounds, what were the CFA numbers for which funding was awarded? (separate multiple CFA numbers with commas)

- Question Type: WDI
- Required: No
- Answer Type: Short Answer

Q_10195

Please provide any letters of support for the project.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment

Q_10103

Are you applying for the skills training component of the Employee Training Incentive Program?

- Question Header: Skills Training
- Question Type: Attachment
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
 1. If Yes is selected then these questions will be displayed:
 - [Q_10079](#)
 - [Q_10081](#)
- Question Requirements: The skills training component is for training programs that upgrade, retrain or improve the productivity of current and new employees in business's operating in strategic industries. The skills training must be related to a significant capital investment.

Q_10079

Please attach the skills training program curriculum. The curriculum must include the following information: A summary of the course, including the duration and a timeline for the implementation, and a description of the skills to be acquired by the participants. It should also identify employees of 3rd party providers, or employees of the applicant who will be responsible for managing and training employees, and indicate the number of years the training provider has offered similar occupational skills training and/or service.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- This is a conditional question based on the answer to [Q_10103](#). This question displays when selecting the answer: "Yes"

Q_10081

Attach an estimate of the training costs based on the amount of anticipated incremental training costs necessary to conduct the training. If the training will be conducted by a third-party training provider, you must attach three bids from potential training providers. If you do not have three bids, explain why.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- This is a conditional question based on the answer to [Q_10103](#). This question displays when selecting the answer: "Yes"
- Question Requirements: Existing staff and resources dedicated to training are not eligible costs.

If three bids cannot be obtained, attach an attestation that the business entity could not obtain at least three bids and a written explanation for its inability to obtain such bids.

Q_10104

Are you applying for the internship component of the Employee Skills Training Program?

- Question Header: Internship Training
- Question Type: Attachment
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
 1. If Yes is selected then these questions will be displayed:
 - [Q_10080](#)
 - [Q_10082](#)
- Question Requirements: The internship component is for internships for current students, recent graduates and recent members of the armed forces. An eligible internship program must provide training in advanced technology, life sciences, software development or clean energy. The business entity must have less than 100 employees.

Q_10080

Please attach the training curriculum for the Internship program. The curriculum must include the following information: A summary of the course, including the duration and a timeline for the implementation, and a description of the skills to be acquired by the participants. It should also identify employees who will be responsible for managing and training interns and their qualifications.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- This is a conditional question based on the answer to [Q_10104](#). This question displays when selecting the answer: "Yes"

Q_10082

Attach an estimate of the total stipends to be paid to the interns participating in the internship program.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- This is a conditional question based on the answer to [Q_10104](#). This question displays when selecting the answer: "Yes"

Q_2331

Attach an organizational chart and/or description of ownership structure including the percentage of ownership for each individual entity.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

For privately owned companies, IDAs, not-for-profits, educational institutions, start-ups, municipalities, or any business or organization other than publicly traded companies, please provide an organizational chart and/or description of ownership structure,

including the percentage of ownership for each individual/entity. If the company is a parent, subsidiary and/or affiliate of another company, please provide a description of the relationship. Additional financial information may be requested

Q_9096

Please provide a detailed description of the project. Include details like the sector and industry the project will impact; workforce populations being targeted; method of delivering services; and curriculum needed.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000

Q_9099

Please describe the readiness of the project with a specific timeline, outlining the milestones from the project start to its completion.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000

Q_12415

Please identify the project partners and/or regional partners, including the project leader and others involved in the implementation of the project. Please be specific about the role of each partner and whether participation is assured.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000

Q_9101

Have you ever formally presented this project or components of this project to the Regional Economic Development Council? Please provide details, including round number and funding amount, if applicable.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000

Q_10152

How many individuals do you intend to train through your proposal?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 750

Q_10156

Has your organization or any proposal partners engaged in workforce development programs in the past? If so, what have been your successes?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 750

Q_10157

How many individuals will you seek to place into jobs following completion of the workforce development program?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 750

Q_9103

Please enter the amount of private funding that will be provided for this project.

- Question Type: Standard Question
- Required: No
- Answer Type: Money

Q_9113

Please enter the number of net new permanent private sector jobs that will be created.

- Question Type: Standard Question
- Required: No
- Answer Type: Integer

Q_9123

Provide performance targets and related information that describes how the project's performance will be measured.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000

Q_9124

What will be the final outcome if this project is successful?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000

Q_10101

Is a third party being used to complete this application such as consultant, accountant or attorney?

- Question Type: Standard Question
- Required: No
- Answer Type: Yes/No
- This is a conditional question.
 1. If Yes is selected then Q_10102 will be displayed

Q_10102

If you are a third party completing this application you must disclose your name, company and contact information.

- Question Type: Standard Question
- Required: No
- Answer Type: Long Answer
- Characters: 0 - 100
- This is a conditional question based on the answer to Q_10101. This question displays when selecting the answer: "Yes"

Q_1142

Indicate the Primary North American Industrial Classification System (NAICS) Code associated with the activity of the business at the project location.

- Question Header: Company/Applicant Questions
- Question Type: Standard Question
- Required: Yes
- Answer Type: Integer
- Question Requirements:

For help determining the NAICS Code, click [HERE](#)

Q_1075

Describe the ownership of the applicant's business including, if applicable, the names of principal owners:

- Question Header: Company/Applicant Questions
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 800

Q_1076

Identify the applicant's parent and subsidiary companies (if none, please respond with N/A):

- Question Header: Company/Applicant Questions
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 500

Q_4410

What is the first project year? (the year in which the training program, capital investment or internship program begins)

- Question Type: Standard Question
- Required: Yes
- Answer Type: Integer
- Question Requirements:

The project year is when the programs or investments begin, not the year they are completed. Project year cannot be earlier than 2015.

Q_10109

What is the approximate end date of the training or internship program?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer

Q_10106

Does the applicant business plan to maintain their current employment level over the next 1 - 5 years?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer

Q_10075

Are you applying for the skills training component of the Employee Training Incentive Program?

- Question Header: Skills Training
- Question Type: Standard Question
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
 1. If Yes is selected then these questions will be displayed:
 - [Q_10083](#)
 - [Q_10085](#)
 - [Q_10086](#)
 - [Q_10087](#)
 - [Q_10088](#)
 - [Q_10089](#)
- Question Requirements: The skills training component is for training programs that upgrade, retrain or improve the productivity of current and new employees in business's operating in strategic industries. The skills training must be related to a significant capital investment.

Q_10083

Does the applicant attest that the training program:

- Is NOT designed to train or upgrade skills as required by a federal or state entity;
- Will NOT result in the awarding of a license or certificate required by law in order to perform a job function;
- Is NOT culturally focused?
- Question Header: Employee Skills Training
- Question Type: Standard Question

- Required: Yes
- Answer Type: Yes/No
- This is a conditional question based on the answer to [Q_10075](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

Question not applicable to Internship Program.

Training expenses for state or federally required licenses/certifications are not eligible for Employee Training Incentive Program tax credits.

"Culturally focused training" means training intended to provide knowledge about, or skills in interacting with, persons identifying with demographic characteristics including, but not limited to, race, nationality, gender, age, gender identity, or sexual orientation.

Q_10085

Please explain how the applicant meets one or more of the criteria for being considered a strategic industry. Strategic industries are defined in the Program regulations. Click on scoring tips to view the definitions before answering this question.

- Question Header: Employee Skills Training
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 999
- This is a conditional question based on the answer to [Q_10075](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

Question not applicable to Internship Program applications.

To be eligible for the Employee Training Incentive Program tax credits, a business entity must operate predominately in a strategic industry to New York State. Strategic industry means an industry approved by the Commissioner of Economic Development to participate in the Program based upon the following criteria:

- shortages of workers trained to work within the applicant's industry
- technological disruption in the applicant's industry, requiring significant capital investment for existing businesses to remain competitive
- the ability of the applicant to relocate outside of the state in order to attract talent
- the potential of the applicant to recruit minorities and women to be trained to work in an industry in which they are traditionally underrepresented
- the potential of the applicant to create jobs in economically distressed areas, which shall be based on criteria indicative of economic distress, as defined by the Commissioner

Q_10086

Skills training component applications are only eligible if the training is related to a significant capital investment being made by the applicant business. Please provide the following information about the capital investment: 1) Provide a full description of the type of capital investment(s) being made; 2) indicate the dollar amount being invested; 3) explain how the capital investment is related to the skills training program for which you are seeking assistance.

Capital investment is defined in the Program regulations. Click on scoring tips to view the definition before answering this question.

- Question Header: Employee Skills Training
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 999
- This is a conditional question based on the answer to [Q_10075](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

Question not applicable to Internship Program applications.

"Significant capital investment" means a capital investment in new business processes or equipment that is ten dollars for every one dollar of tax credit received by an eligible business entity under this program.

"Capital investment" means an investment in tangible property (including, a building or a structural component of a building) owned by a business entity that is depreciable pursuant to section 167 of title 26 of the United States Code; is acquired by purchase as defined in section 179(d) of title 26 of the United States Code; and has a situs in this state. Capital investments do not include operating expenses such as office supplies, utilities, rent, employee training costs and other recurring expenses. A BENEFIT-COST RATIO of at least 10:1 must be met in order to receive credits.

Q_10087

Estimate the total eligible training costs associated with the skills training program. Eligible costs are incremental costs relating to the training (i.e. supplies, materials, equipment), or incidental costs necessary to conduct the training (i.e. travel, lodging, meeting space) OR fees charged by a third party training provider.

- Question Header: Employee Skills Training
- Question Type: Standard Question
- Required: Yes
- Answer Type: Integer
- This is a conditional question based on the answer to [Q_10075](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

Question not applicable to Internship Program applications.

Existing staff and resources dedicated to training are not eligible costs.

Q_10088

Where will the employee skills training take place?

- Question Header: Employee Skills Training
- Question Type: Standard Question
- Required: No
- Answer Type: Multi Choice
- Choice Options: Employees Workplace, Training Providers Facility, Other
- This is a conditional question based on the answer to [Q_10075](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

Question not applicable to Internship Program applications.

Please indicate where the employee will be located for the training.

Q_10076

Are you applying for the internship component of the Employee Skills Training Program?

- Question Header: Internship Training
- Question Type: Standard Question
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
- 1. If Yes is selected then these questions will be displayed:
 - [Q_10090](#)
 - [Q_10091](#)
 - [Q_10092](#)
 - [Q_10093](#)
 - [Q_10094](#)
 - [Q_10095](#)
 - [Q_10096](#)
 - [Q_10097](#)
 - [Q_10098](#)
 - [Q_10099](#)

- Question Requirements: The internship component is for internships for current students, recent graduates and recent members of the armed forces. An eligible internship program must provide training in advanced technology, life sciences, software development or clean energy. The business entity must have less than 100 employees.

Q_10090

Please identify the advanced technology, life sciences, software development or clean energy field in which the internship training will take place. Click on "scoring tips" to view definitions for each field.

- Question Header: Internship Program
- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer
- This is a conditional question based on the answer to [Q_10076](#). This question displays when selecting the answer: "Yes"
- Question Requirements: Advanced technology means the research, development and manufacturing of goods and their applications in the areas of advanced materials and processing technologies, integrated electronics, optics, biotechnology, information and communication technologies, automation and robotics, electronics packaging, imaging technology, remanufacturing, and such other areas as the Commissioner shall determine.

Life Sciences means biotechnology, pharmaceuticals, biomedical technologies, life systems technologies, or the process of designing, developing and making biomedical devices or other products or services derived from the various stages of research, development, technology transfer and commercialization in the life sciences.

Software Development means firms engaged in the creation of coded computer instruction.

Clean energy means sources of energy which are capable of being continually restored by natural or other means or are so large as to be useable for centuries without significant depletion and include but are not limited to solar, wind, plant and forest products, wastes, tidal, hydro, geothermal, deuterium, and hydrogen. Fossil fuels are excluded.

Q_10091

Does the internship program exist solely within New York State and provide training to current students, recent graduates and/or recent members of the armed forces?

- Question Header: Internship Program
- Question Type: Standard Question
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question based on the answer to [Q_10076](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

Question not applicable to Employee Skills Training applications.

Q_10092

Does the business applying for internship program tax credits employ less than 100 people in New York State?

- Question Header: Internship Program
- Question Type: Standard Question
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question based on the answer to [Q_10076](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

Question not applicable to Employee Skills Training applications.

To be eligible for Internship Program tax credits a business must employ less than 100 employees throughout New York State.

Q_10093

Who will conduct the internship program training?

- Question Header: Internship Program
- Question Type: Standard Question
- Required: No
- Answer Type: Multi Choice
- Choice Options: 3rd Party Training Provider, Employees from Applicants Business
- This is a conditional question based on the answer to [Q_10076](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

Question not applicable to Employee Skills Training applications.

c. "Approved provider of an eligible internship program" means a business entity providing internship training in advanced technology, life sciences, software development, or clean energy, or an entity providing internship training pursuant to a contract with a business entity employing the intern receiving training in advanced technology, life sciences, software development or clean energy.

Q_10094

Will the internship program last longer than twelve months per intern or displace current employees of the business?

- Question Header: Internship Program
- Question Type: Standard Question
- Required: No
- Answer Type: Yes/No
- This is a conditional question based on the answer to [Q_10076](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

Question not applicable to Employee Skills Training applications.

Eligible internship programs must be completed within 12 consecutive months and no current employees can be displaced by incoming interns.

Q_10095

Will the internship training be provided to interns who have not previously participated in an eligible internship program?

- Question Header: Internship Program
- Question Type: Standard Question
- Required: No
- Answer Type: Yes/No
- This is a conditional question based on the answer to [Q_10076](#). This question displays when selecting the answer: "Yes"
- Question Requirements: Question not applicable to Employee Skills Training applications. "Internship training" means work-based learning opportunities in advanced technology that: (1) are provided by an approved provider of an eligible internship program; (2) do not exceed twelve (12) months in duration; (3) are provided, in New York State, to current students, recent graduates, and recent members of the armed forces; and (4) are provided to interns who have not previously participated in an eligible internship program and who are not current or former employees of the business entity submitting the application to provide the eligible internship program.

Q_10096

Will the internship training be provided to interns who are not current or former employees of the applicant business?

- Question Header: Internship Program
- Question Type: Standard Question
- Required: No
- Answer Type: Yes/No
- This is a conditional question based on the answer to [Q_10076](#). This question displays when selecting the answer: "Yes"
- Question Requirements: Question not applicable to Employee Skills Training applications. "Internship training" means work-based learning opportunities that: (1) are provided by an approved provider of an eligible internship program; (2) do not exceed twelve (12) months in duration; (3) are provided, in New York State, to current students, recent graduates, and recent members of the armed forces; and (4) are provided to interns who have not previously participated in an eligible internship program and who are not current or former employees of the business entity submitting the application to provide the eligible internship program.

Q_10097

Will the interns participating in the internship program comprise less than 50% of the workforce of the applicant business?

- Question Header: Internship Program
- Question Type: Standard Question
- Required: No
- Answer Type: Yes/No
- This is a conditional question based on the answer to [Q_10076](#). This question displays when selecting the answer: "Yes"
- Question Requirements: Question not applicable to Employee Skill Training applications. Business entities applying to participate in the program in connection with providing an eligible internship program must demonstrate that interns participating in the eligible internship program will comprise less than fifty (50) percent of the workforce of the business entity.

Q_10098

How many interns will be included in the eligible internship program?

- Question Header: Internship Program
- Question Type: Standard Question
- Required: Yes
- Answer Type: Integer
- This is a conditional question based on the answer to [Q_10076](#). This question displays when selecting the answer: "Yes"

• Question Requirements:

Question not applicable to Employee Skills Training applications.

Please indicate the total number of interns to be included in the internship program for which tax credits are sought.

Q_4452

Pursuant to section 443(2) of the New York State Economic Development Law: As the preparer of this application, I attest to being an authorized representative of the applicant and, by placing my name in the box below, I hereby: 1. Agree to allow the Department of Taxation and Finance to share tax information with the Department of Economic Development. However, any information shared as a result of this agreement shall not be available for disclosure or inspection under the State Freedom of Information law; 2. Agree to allow the Department of Labor to share tax and employer information with the Department of Economic Development. However, any information shared as a result of this agreement shall not be available for disclosure or inspection under the State Freedom of Information Law; 3. Allow the Department and its agents access to any and all books and records the Department of Economic Development may require to monitor compliance; 4. Provide a clear and detailed presentation of all related persons as defined in subparagraph (c) of paragraph 3 of subsection (b) of section 465 of the Internal Revenue Code to the applicant to assure the Department of Economic Development that any jobs indicated in this application are not being shifted within the State; 5. Certify, under penalty of perjury, that no employees of the applicant shall be displaced as a result of the provision of an internship program pursuant to section 442(2) of the Economic Development Law; 6. Certify, under penalty of perjury, that the applicant is in substantial compliance with all environmental, worker protection, and local, state and federal tax laws.

- Question Type: Certification
- Required: Yes
- Answer Type: Short Answer

Q_1038

By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

- Question Type: Certification
- Required: Yes
- Answer Type: Short Answer